

## HIGHLAND PLAN COMMISSION REZONING OUTLINE

\***NOTE:** Plan Commission meetings are held on the **first** and **third** Wednesdays of every month.

A. Petitioner must present plan at a study session prior to preliminary meeting. **(Study session held on 1<sup>st</sup> Wednesday of month (6:30 P.M.))**

1. A seven **(7)** day notice by letter is required to be placed on agenda.  
**(This must be received no later than the last Wednesday of the month)**
2. Present location map.
3. You will have 20 minutes with the commission members to explain your proposal.

B. **Seven (7) days prior to preliminary hearing or sooner the petitioner must:**

1. File application and pay pertinent fees.
2. Provided legal description of property to be rezoned.
3. Provide proof of ownership or vested interest in the property.

C. Preliminary Hearing: **(This is held on the 3<sup>rd</sup> Wednesday of the month at 7:00 P.M.)**

1. Present preliminary plans of area to be rezoned.
2. Present brief presentation. **(Request public hearing & permission to advertise)**
3. Respond to questions from Commission.

D. Petitioner MUST:

1. Publish legal advertisement (I.C. 5-3-1) for **ONE DAY** in **both** the Post Tribune and The Time. **The legal notice must be published a minimum of 10 days prior to the public hearing. (To accomplish this prepare your legal and submit to the papers as soon as you have been granted your public hearing. The newspapers do have a deadline for publishing legal ads.)**

2. Post Notice Sign on the property 10 day prior to the hearing per the instructions of the Building Commissioner.

(This sign must remain posted until the day after the public hearing.)

E. Study Session prior to public hearing. **(1<sup>st</sup> Wednesday of the month)**

1. Present 10 copies of area map identifying area to be rezoned.
2. 20 minute discussion with the Commission members.

F. Petitioner Must:

1. Submit Proof of Publications (Affidavits) 24 hours prior to public hearing.
2. Submit Ordinance 24 hours prior to the public hearing both in written form and on a 3 1/2"

disc. **(These are to be submitted to the office of the Building Commissioner. Failure to comply with this requirement will result in your public hearing being continued due to inadequate time for the attorney to review the proofs and Ordinance.)**

G. Public Hearing: **(3<sup>rd</sup> Wednesday of the month 7:00 P.M.)**

1. Make presentation.
2. Respond to remonstrators.
3. Respond to Commission Members

H. Attend Town Council Meeting for final action. **(The Plan Commission will make either a favorable recommendation, a unfavorable recommendation or no recommendation to the Town Council.)**